

Petition for Exception to Stated Academic Policies Form

Student Information

Last Name		First Name	
GWID		GW Email	@gwmail.gwu.edu
SEAS Major/Field of study		Degree	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> M.S/MEng <input type="checkbox"/> Ph.D
Department		Semester/Year	

Instructions:

1. Complete all requests for information on this form
2. Attach all supporting documentation (e.g. relevant email correspondence, course syllabus, medical documentation)
3. If necessary, attach completed University and/or SEAS form(s) needed for the requested action (e.g. RTF, H/SS form)
4. Have your Faculty Advisor review your petition and complete the Faculty Advisor Section below
5. Submit this completed form to the Undergraduate Student Services and Advising office for Associate Dean's review

Exception / Action Requested

Reason Code

- Administrative Reasons Personal Reasons

Explanation (If additional space is needed, attach typed sheet):

Required Signatures

Student Signature		Date	
Faculty Advisor Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
Faculty Advisor Signature		Last Name	Date
<i>Submit to Student Services and Advising Office for Associate Dean's Review</i>			
Associate Dean Decision	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		
Associate Dean Signature		Last Name	Date

For Advising Office Use Only

Submit forms to:
 SEAS Student Services and Advising
 Science & Engineering Hall, Suite 2500
Undergraduate - seasadvising@gwu.edu
Graduate - seasgrad@gwu.edu